

Privacy Notice

The Scottish Government processes personal information to enable us to promote our goods and services, to maintain our accounts and records and to support and manage our staff. This privacy notice explains how the Mental Health Directorate of the Scottish Government will use any personal information collected about stakeholders who register for events, meetings or join contact lists.

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What Information Will We Collect About You?

We collect information about you when you, or someone on your behalf, registers for meetings, events or receive papers for meetings and any other forms of engagement with the Mental Health Directorate. The information we collect is your name and contact details such as email address and phone numbers. It may include your address and postcode if you prefer to be contacted by post. Without this information we cannot provide you with information about events or meetings, including follow up information or to give you relevant information such as news or guidance. We also collect information if you contact us or provide feedback.

This personal data processing is necessary for the Directorate to perform a task in the public interest or for our official functions. That is the engagement with interested persons for the purpose of developing, implementing or reviewing policy and practise on mental health.

How Will We Use The Information About You?

We will use the information to arrange events or meetings, provide you with information related to those events/ meetings or the policy area concerned. We may use tools such as Eventbrite or doodle to help arrange meetings/ events. This would involve sharing your name and email address.

The personal data you provide will be stored for as long as required for the policy work in which you are involved is ongoing or the working group/ taskforce/ advisory groups exists. We will ensure that any information on electronic tools such as Eventbrite or doodle is removed.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us using the contact details on this page. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

You have a right to lodge a complaint with the Information Commissioners Office if you are dissatisfied with our service. You can do this through their website <https://ico.org.uk/concerns/> or calling their helpline on 0303 123 1113.

Changes To This Privacy Notice

This privacy notice is effective as of 30 October 2018. We will tell you about any changes in its provisions in the future.

Contact Us

Please contact us if you have any questions about our privacy policy:

- By email at mentalhealthstrategy@gov.scot
- Write to us at: Mental Health Directorate, Room 3-ER, St. Andrew's House, Regent Road, Edinburgh, EH1 3DG
- Telephone us on 0300 244 4000

You can contact the Scottish Government's Data Protection Officer or ask about information that is held about you by emailing dpa@gov.scot .